

14 February 1977

MEMORANDUM FOR: DDI Records Management Officer

FROM : [REDACTED]
OCR Records Management Officer

SUBJECT : Proposed [REDACTED]

1. Paragraph 5.d. of the proposed Notice should be amplified and the phrase "convenience of reference" clarified. The Document Services Branch maintains the basic file of intelligence documents on behalf of the Agency as a central reference function. As part of this collection the temporary records received from non-CIA sources should be specifically exempted from the provisions of [REDACTED]. Further, administrative files contain courtesy copies of memoranda that are held for two or three years and then purged. I assume this can continue but the first instruction under Form 141C says that before destroying "any" record, an office custodian must follow the step-by-step procedures. If these procedures are taken at face value the number of forms to be processed will soon overwhelm the system. See attachment for a memorandum from the Chief, Information Services Group, OCR, containing comments and a proposed revision re paragraph 5.C.

2. In general the wording is too technical and the procedures too cumbersome for anyone outside of the Records Management Field. Most CIA employees to whom the Notice is directed in the first paragraph will not understand it. In its present form the Notice might be useful to unit records officers but a much simpler general policy for all employees is needed.

3. Paragraph 5 is not really a summary. Several elements and procedures are introduced and discussed for the first time, e.g., the role of the Senate Select Committee on intelligence and the House Select Committee on assassinations. Assuming approval of the Records Control Schedules the procedure outlined in paragraph 5.C. seems unnecessarily bureaucratic.

Attachment: A/S

11 February 1977

MEMORANDUM FOR: Administrative Staff, OCR

FROM : [redacted] Chief
Information Services Group, OCR

SUBJECT : Proposed [redacted]

1. The wording of the last sentence in para 5 c is too loose and will be too hard to follow. I recommend replacing it with the statement:

Offices may destroy other records provided that:

(a) They have turned copies or originals over to IPS on all existing Privacy Act or FOIA requests.

(b) They have turned over to OGC the records or copies of records pertaining to all existing litigation or Justice Department investigations.

(c) They do not have a request from OGC, OLC or IPS not to destroy the records or the category of records.

When in doubt about the propriety of destroying records, offices should complete and submit a Form 141C, Request for Authorization to Destroy Records in Office.

2. If the records people will not accept this change, I need some other form of relief that will make it unnecessary to submit a form 141C everytime we weed some old junk out of the biographic or organization files. There is no way I or anyone else can predict FOIA requests, Privacy requests, lawsuits or investigations. I feel that the restrictions on destruction must be limited to the problems we know about at the time we wish to purge files.

STAT

Distribution:

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